



UNITED STATES MARINE CORPS
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IN REPLY REFER TO
7000
G-8/GAB

DEC 9 2015

POLICY LETTER 8-15

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: TEMPORARY ADDITIONAL DUTY (TAD) GUIDELINES

Ref: (a) I MEF FY16 Fiscal Guidance
(b) MARFORPAC FY16 O&M, MC Fiscal Operations Guidance
(c) Joint Travel Regulations (JTR) paragraph 4250
(d) DEPSECDEF Memo dtd 23 Sep 15
(e) DoDFMR, Vol 9, Chap 4
(f) CMC WASHINGTON DC DMCS 240337Z DEC 13 (MARADMIN 691/13)

1. Purpose. Due to continuing budgetary decreases, I Marine Expeditionary Force (I MEF) must change the manner in which we execute official government travel, in order to (IOT) reduce waste in expenses.

2. Information. In Fiscal Year 2015, and consistent with prior years, I MEF spent over 20 million dollars on travel and transportation of personnel, representing 15 percent of I MEF's budget.

3. Scope. This Policy is intended to aid in reducing administrative travel expenditures by at least 10 percent IOT free up operational funding for the training and equipping of I MEF forces.

a. Commander's Intent. Commanders, Staff Principals and all travelers will ensure that travel will be conducted in line with the good stewardship of the appropriated funds assigned to support them.

b. Concept of Operations. I MEF will reduce Temporary Additional Duty (TAD) costs by cutting out unnecessary expenses and luxuries by ensuring that only necessary trips and participants, will travel off-site to attend official government meetings and conferences, which requires them to be placed in a temporary duty status. Senior-level involvement, approval and supervision will be the key to success.

c. Subordinate Element Missions

(1) Major Subordinate Commands/Elements and I MEF Staff Principals

(a) Establish internal controls to ensure that all travel under your leadership receives the appropriate senior level review and approval.

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(b) Confirmation Orders. Orders written after travel has already occurred, is detrimental to the effective management of funds. It should be reserved only for urgent unforeseen circumstances where orders cannot be written prior to departure, without jeopardizing the timing of the mission. Confirmation Orders bypass the unit leaders' scrutiny which should occur when planning TAD trips. Moreover, they provide an inaccurate accounting of a unit's available funds. Confirmation Orders also pose the risk of denied reimbursement to the traveler when they use personal funds to secure air and rental car transportation outside of the Commercial Ticketing Office. To preserve unit funding, and protect the traveler from an undue financial burden, O-5 level Commanders / Executive Officers / Staff Principals will not delegate their responsibility to approve Confirmation Orders. The approval will be in writing and must state who authorized the travel and the reason. This will serve as official documentation and must be uploaded into the Defense Travel System (DTS).

(c) Maximize Government Lodging. Travelers will maximize the use of government lodging to ensure travel is cost effective. Although government lodging is directed when the TAD location is on a federal installation and government lodging is available, travelers should also utilize government lodging when the TAD location is within a 10-mile radius to a military installation and government ground transportation is also being provided, e.g. rental car. For example, travelers TAD to Aquia Harbor, Woodbridge or Stafford, Virginia should utilize government quarters aboard Marine Corps Base Quantico, unless it is mission prohibitive. DoD travelers with access to DTS are required to make commercial transportation and lodging arrangements using DTS.

(d) Minimize Rental Cars

1. Reduce rental cars by maximizing occupancy use during multi-traveler meetings and conferences. The guide should be: two (2) or less per compact vehicle; three (3) per mid-sized vehicle; four (4) per small Sports Utility Vehicle (SUV); and five (5) or more travelers should rent a van. It is incumbent upon the command/staff section Action Officer to create a matrix which captures TAD site airline arrival and departure times and lodging, so that rental cars can be made into multi-traveler vehicles.

2. Apply judicious use of rental cars for travelers TAD to formal schools. Consideration must be given to those who actually require transportation to either travel to and from their lodging to school site or to subsist due to the non-availability of a mess hall or restaurant within walking distance of their lodging. Rental cars should not be authorized for convenience or personal use when off duty.

3. Any type of prepaid fuel options or top-off fuel services offered by rental car companies are not authorized as they are not cost effective.

(e) Local TAD

1. Use government vehicles for local TDY travel, when available.

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2. Escorts for medical appointments from Yuma and 29 Palms to Naval Hospital Camp Pendleton, Marine Corps Air Station (MCAS) Miramar or Naval Hospital Balboa should be utilized only when necessary. Travelers will only rate travel entitlements when medical travel is officially ordered by the command.

3. Day trips to 29 Palms from Camp Pendleton and to Yuma from Miramar, unless mission prohibitive or if it places that Marine in an unduly hazardous driving condition, should be restricted to same day round-trip travel.

(f) Minimize number of personnel to only those who are essential to meet the objectives of the conference or meeting. When entering into DTS, the Trip Purpose, the Mission Criticality Statement should provide meaningful and specific explanation to support itself. It should outline how the traveler's attendance will contribute to and enhance the mission of the meeting/conference. This is the best way for the Approving Official (AO) to identify whether the TAD is mission critical, mission essential or a nice-to-have requirement

(2) DTS AO

(a) Approve TAD requests in DTS only for travelers who have been reviewed and previously approved by the appropriate level Commander or Staff Principal/Deputy. This validation can be as simple as e-mail verification. That e-mail verification must be uploaded as substantiating documentation, with the TAD request in DTS.

(b) Per reference (c), when TAD exceeds 30 days, the traveler is authorized a flat-rate 75 percent of the locality rate (lodging plus M&IE) payable for each full day of TAD at the TAD site. TAD in excess of 180 days is prohibited per the JTR, but may be authorized by the secretarial process to DC M&RA when justified.

(c) Report any travel requests which are inconsistent with this guidance to the respective Staff Principal/Deputy or Commander and be prepared to make recommendations to travelers on the ways to cut costs while also completing their assigned missions.

d. Coordinating Instructions

(1) Appropriate senior level review and approval of proposed TAD should not fall below the O-5 Level Commander or the Staff Principal/Deputy levels.

(2) Conference attendance and reporting requirements are still in effect. DEPSECDEF Memo of 23 September 2015 is not yet applicable to the Marine Corps. Additional guidance will be forwarded separate correspondence if additional guidelines are published by Headquarters, Marine Corps on reducing conference attendance restrictions in accordance with the DEPSECDEF Memo.

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(3) DoD directed Commercial Ticketing Offices (CTOs) are the only agents authorized to purchase tickets for official government travel, except in the emergent conditions, as outlined in the JTR.

(4) Per reference (e), Travel Advances will not be authorized. The Government Travel Charge Card (GTCC) will be used exclusively to procure official travel and lodging.

(5) Administration and Logistics

(a) Completed travel can be reviewed in DTS as often as senior leadership feels necessary to review how effectively their subordinates are executing within this guidance.

(b) There are reports that can be downloaded to show the traveler name, dates, location, purpose and trip expenditure, within a certain time-frame. Reports can also be downloaded to show all upcoming approved trips, so that the Commander or Staff Principle can verify that the trips approved by the AO have also been approved at his/her level.

4. Certification

a. This Policy is applicable to the I Marine Expeditionary Force Total Force. Further, this Policy is effective the date signed.

b. Point of contact for this matter is the Assistant Chief of Staff, G-8, I Marine Expeditionary Force at (760) 763-5553.


D. H. BERGER

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